

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

William F. Donnelly
Deputy Director for Administration

EXTENSION

NO.

DDA 87-2477

OLT/TRISLOGGED

DATE

19 November 1987

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

D/OIT

2.

DD/OIT

3.

4.

5.

6.

7.

8.

9.

10.

11.

12.

13.

14.

15.

Done
Clear
NO MAS

Rose -
make copy of
C/Ms w/ request
to provide copy of
proposed entry land
program.

done 11/24

DDA 87-2477
19 November 1987

MEMORANDUM FOR: Director of Communications
Director of Finance
~~Director of Information Technology~~
Director of Logistics
Director of Medical Services
Director of Personnel
Director of Security
Director of Training and Education

FROM: William F. Donnelly
Deputy Director for Administration

SUBJECT: Personnel Related Matters

In the next round of monthly meetings I will be holding with each of you, I would like you to be prepared to discuss with me in some detail the promotion and assignment system, as well as the career development system and associated training plan, for new employees which exists in your office.

STAT

William F. Donnelly